**BOWER GROVE SCHOOL**

**Job Description**

**PA to SLT AND HR ASSISTANT**

**Name:**

**Pay Range: Kent Range 8**

**Line Manager: Headteacher/HR Officer**

**Hours: 8-4 Mon-Thursday, 8.00am to 3.30pm Friday - 37 hours per week Term Time plus two weeks**

**General Responsibilities**

To provide assistance and general support as a PA to SLT as well as support to the Human Resource Team. To respond to a range of requests flexibly and within a confidential environment. To handle all sensitive and confidential matters with discretion.

**PA DUTIES WILL INCLUDE:**

* To manage day-to-day communications and correspondence on behalf of the Headteacher.
* To manage the Headteachers diary and to co-ordinate the weekly diary of the SLT.
* To support the Headteacher and SLT in the planning and co-ordination of school events and to manage the school calendar.
* Assist the Headteacher in the drafting and preparation of home school correspondence and home school publications.
* To set up, review and monitor systems of work to support the Headteacher in the efficient co-ordination of workload and prioritisation of tasks.
* To complete administration tasks such as typing, minute taking and photocopying as requested by designated Senior Leaders.
* Comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person.

**HR ASSISTANT DUTIES WILL INCLUDE:**

* To provide PA and administrative support to the HR Officer as required.
* To organise and support meeting, preparing agendas and minutes as required.
* To ensure that matters arising from minutes are dealt with by the appropriate people within agreed timescales.
* Support the HR Officer in maintaining staff files ensuring they are updated at all times.
* Under the direction of the HR Officer, manage and update staff job descriptions; collate self certification forms and GP certificates and input details on SIMS Database.
* Source appropriate training for staff, book training courses managing all follow up arrangements and processes. Monitor all accredited course updates/renewals ensuring validation and compliance.
* To co-ordinate staff recognition awards e.g. Long Service, Retirements, Life Events. To be a member of the Staff Support Fund Committee.
* To manage staff lists e.g. addresses, school closure contact lists, birthdays.
* To undertake any other duties as required under the direction of the Finance Manager or HR Officer.

This job description will be reviewed on an annual basis through the Appraisal Process. In addition it may be amended at any time after consultation with the Headteacher.

**Signed:……………………………………….. Date:……………………………………….**

**Signed:……………………………………….. Headteacher**